



State of Delaware
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
Public Safety Building, Suite 220
P.O. BOX 818
DOVER, DELAWARE 19903-0818
302-744-2680

The Honorable Jack A. Markell
Governor

Lewis D. Schilliro
Secretary

December 21, 2011

Bayhealth Medical Center
1275 South State Street
Dover, DE 19901

Attention: Deborah Watson, SVP/COO

Dear Ms. Watson:

Your company has been awarded Contract No. SHS-11-016-PhyTestLab Physical Testing & Laboratory Services for the State of Delaware, Department of Safety and Homeland Security, Delaware State Police as contained in your proposal dated November 17, 2011

Enclosed are three (3) copies of the contract, which must be executed by you. A performance bond is not required for this contract.

All copies are to be returned to this office⁰⁴ at the following address within fifteen (15) calendar days, which would be January 15, 2012 where they will be executed on behalf of the Department of Safety and Homeland Security. We request that you return them by an express delivery service instead of through the regular mail because the U.S. Postal Service does not deliver to our street address and does not provide adequate tracking. Or you may hand deliver them to the following address, if you prefer.

Department of Safety and Homeland Security
Attention Central Fiscal Office
303 Transportation Circle
Dover, DE 19901

The award of this contract is not final until your company receives an approved State of Delaware Purchase Order from the State Department of Finance.

Sincerely,

Lewis Schilliro
Cabinet Secretary
Department of Safety and Homeland Security

LS/sy
Enclosures (4)
cc: Kimberly Cuffee